

Eddie Baza Calvo

**GENERAL SERVICES AGENCY**

Ray Tenorio

Governor

Government of Guam

Lt. Governor



148 Route 1 Marine Drive Corp

Piti, Guam 96915

Director, Dept. of Admin.

Deputy Director

February 10, 2016

**INVITATION FOR BID**

GSA-017-16

OFFICE SPACE LEASE

**Questions submitted by G&T Building LLC dated January 26, 2016**

**QUESTION 1:**

Does the entire 3,500 sq. ft. have to be located on the 1st floor main entrance?

**RESPONSE:** No.

**QUESTION 2:**

How large does the lobby area need to be (counter space, etc.)?

**RESPONSE:** The lobby area should be at least 200 square feet, or a space that could accommodate a minimum of six (6) standard chairs positioned in one (1) row, with enough area space for ADA accommodating maneuverability. The customer counter should be a height of at least 30" from the floor and no more than 44". The counter space should be at least 24" wide and 72" long.

**QUESTION 3:**

How many individual office spaces needed or is it an open space floor plan?

**RESPONSE:** The main office should be at least 500 square feet; two (2) additional offices at least 200 square feet each; two (2) additional offices at least 400 square feet each. The remaining square footage is an open space floor plan for storage rooms partially enclosed.

**QUESTION 4:**

Base on the Sunshine Act, we would like to request the last five years of rental rates GPD has been paying?

**RESPONSE:** GPD currently rents office space at the ITC Building for \$2.05 a square foot including utilities; at the MVP Office Complex in Sinajana for \$1.35 a square foot including utilities; and at the Tiyan Headquarters for \$1.23 a square foot excluding utilities. From 2011 to 2015 GPD rented office space at MVP building located in Anigua for \$1.35 a square foot including utilities

**QUESTION 5:**

Define 18,000 sq.ft. of open and closed space? How many square feet needs to be open (14,500sq.ft.) and closed (3,500 sq.ft.)?

**RESPONSE:** 18,000 square feet Gross Building Area. The main office should be at least 500 square feet; two (2) additional offices at least 200 square feet each; two (2) additional offices at least 400 square feet each; for a total minimum of at least 1,700 square feet of closed space. The remaining square footage is an open space floor plan for storage rooms partially enclosed.

**QUESTION 6:**

How soon does the rental term. start?

**RESPONSE:** As indicated in the bid packet: "30 Days Upon Receipt of Purchase Order. For a period of two (2) years with an option to renew on a year to year basis for two (2) additional years upon availability of funds."

**QUESTION 7:**

If awarded the bid, how long to prepare the building?

**RESPONSE:** As indicated in the bid packet: "30 Days Upon Receipt of Purchase Order. For a period of two (2) years with an option to renew on a year to year basis for two (2) additional years upon availability of funds."

**QUESTION 8:**

What size of the trash bin needed? Do we need to provide a cardboard bin as well? .

**RESPONSE:** No Cardboard bin is needed. Trash bin is standard for an office building accommodating fifteen (15) personnel in a workplace and not a residence. Garbage disposed into a bin by GPD personnel, will not include official disposal operations conducted by GPD of potentially harmful waste.

**QUESTION 9:**

What does the pest control includes, rats, termites, ants, etc.?

**RESPONSE:** Yes, we expect that pest control will include rats, termites and ants.

**Questions submitted by Alaka'I Pacific Inc. dated January 26, 2016**

**Question 1:** Page 28 of 35

Renovations/Modifications calls for existing office rooms shall call for noise reduction materials and methods. Is the building insulation and sandwich double paneled walls sufficient to meet this requirement. An inspection by someone in your department with our representative in Guam Paul Ulloa might be in order.

**RESPONSE:** Yes, the building insulation in sandwich double paneled walls, and any additional offices constructed in the same manner, is sufficient to meet this requirement.

**QUESTION 2:** Page 28 of 35

Emergency Disaster Plan. We have posted in our facility a Fire Evacuation Plan and our contact number will be for our representative in Guam, Paul Ulloa, 671-777-4541. Please let us know any other requirements that needs to be met in this section.

**RESPONSE:** The existing plan as you indicate meets this specification.

**QUESTION 3:** Page 29 of 35

Utilities. Our facility is metered for electricity and water. We need more information and specifications on the timing device that is mentioned in this section.

**RESPONSE:** The cost of water/sewer and power services is the responsibility of the landlord and any timing devices installed that regulate the consumption of utilities by GPD shall meet the specifications such as ".....adequate intake and outtake circulation to each respective office space" and "Air conditioning must be operational from 8am to 5pm Monday through Friday for office space only".

**QUESTION 4:** Page 29 of 35

Security. This section calls for security alarm systems and electrical locks and codes on the main and exit doorways. We have a 24 hour security alarm system monitored by SecureTech with electrical access codes on all entry doorways. We may need someone from your department meet with Paul to see if we meet the requirements of this section.

**RESPONSE:** Yes, the existing security system indicated as "a 24 hour security alarm system monitored by SecureTech with electrical access codes on all entry doorways", is sufficient to meet this requirement.

**QUESTION 5:** Page 29 of 35

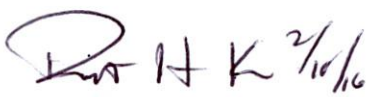
Building Signage. We need more specifications and information on the signage requirement so that we can get a quote to produce such a signage and include in our rent.

**RESPONSE:** The sign minimum requirement as specified is "GPD ECS" with the agency (GPD) logo of which an electronic copy can be provided to the successful bidder. The regulations found in; **Title 21, Chapter 61, Sub-article 5, SIGN REGULATIONS**; provides guidance with regard to sign "dimensions and mounting" specific to the structure that is eventually leased to GPD. Please reference this regulation and determine the dimensions of a sign that best suits your structure. GPD will need to be in compliance with this law.

**QUESTION 6:** Page 33 of 35

Section 15 Casualty Loss. (a) We need clarification of destroyed by fire or other casualty. Does this include flooding, hurricane, earthquake, war, etc. (b) This section states Landlord shall be required to carry insurance on Tenant's property and shall be obligated to repair any damage thereto or replace. We need to know what the items are being insured and the value. We need to get a quote from our insurance company and include it in the rent.

**RESPONSE:** The Guam Police Department's, Evidence Control Section possesses government (GPD) property needed to function and meet agency goals and objectives, and is considered "Tenant's property". The GPD Evidence Control Section is responsible for safeguarding and disposing of all property which comes into its custody, which the agency defines as "Booked Property", or all evidence and all property that does not belong to the Guam Police Department, and is legally in our custody.

A handwritten signature in dark ink, appearing to read 'Claudia S. Acfalle' with a date '2/10/16' written to the right.

CLAUDIA S. ACFALLE  
Chief Procurement Officer